



FEDERAL ELECTION COMMISSION VACANCY ANNOUNCEMENT

Position Title and Grade Campaign Finance Analyst GS-301-5/7 Salary: \$34,075 – \$54,875 Multiple Vacancies	Who May Apply ALL US CITIZENS	Announcement No. 14-009
Organizational Location Federal Election Commission Reports Analysis Division	Opening Date January 28, 2014	Closing Date February 26, 2014 11:59pm

THE FEDERAL ELECTION COMMISSION IS AN EXCEPTED SERVICE AGENCY.

THIS IS A PERMANENT, FULL TIME POSITION. THE FULL PERFORMANCE LEVEL IS GS-11.

ABOUT OUR AGENCY:

The Federal Election Commission is an independent federal regulatory agency governed by six Commissioners appointed by the President with the advice and consent of the Senate. The agency has exclusive jurisdiction for the administration, interpretation, and civil enforcement of the Federal Election Campaign Act, which regulates campaign contributions and expenditures and disclosures of such, by candidates for federal office and committees supporting those candidates. The legal work at the Commission regularly involves important and complex issues implicating the First Amendment.

The FEC is located in Penn Quarter, an area of northwest Washington, DC offering access to government agencies, residential living, casual and fine dining, shopping, a major sports arena, and several theaters. The FEC is located near several METRO subway and bus stations.

ROLE OF THIS POSITION:

At the entry-level position, the selectee will be a trainee and will participate in an extensive, in-depth training program. The program will introduce the selectee to the Federal Election Campaign Act, FEC Regulations, Commission and Divisional directives, policies and procedures as well as the methods and techniques used in report review, document flow and compliance actions. The selectee will be responsible for:

- Analyzing data and original documents to ascertain their accuracy and make judgments concerning the information submitted;

- Verifying data on a variety of computer indices against original documents;
- Performing special analytical projects;
- Developing and maintaining a professional rapport with filers and staff; and communicating clearly with others.
- Analyzing report responses and preparing detailed written documents.

For additional information about the REPORTS ANALYSIS DIVISION go to <http://www.fec.gov/about/offices/rad/rad.shtml>

QUALIFICATION REQUIREMENTS:

For GS-5, applicants must have 4-year course of study leading to a bachelor's degree and 3 years of general experience, 1 year of which was equivalent to at least GS-4 in the federal service.

For GS-7, 1 full year of graduate level education or superior academic achievement and 1 year of specialized experience equivalent to at least GS-5 in the federal service.

Specialized experience: Applicant must have one full year of specialized experience equivalent to the GS-5 level in the normal line of progression, which has equipped the applicant to successfully perform the duties of the position to be filled. The Qualification Standard Handbook for General Schedule Positions, which is available in most Federal personnel offices or on the OPM website www.opm.gov, will apply.

Additional Qualification Requirements:

Competencies needed for success in the position. Applicants must demonstrate possession of these competencies within the body of the resume; no separate statements addressing them are required.

1. Skills in written and oral communication.
2. Skills in qualitative and quantitative analysis including analytical capabilities.
3. Ability to establish and maintain effective working relationships with people of different interests or perspectives at all levels of the organization.
4. Ability to plan and execute work duties. Applicants must have progressively responsible experience in an area of work or study that shows that the applicant has developed skills required to perform duties at the entry level.

Time-in-Grade Requirement: Completion of 52 weeks of service at the next lower grade level. These requirements must be met by the closing date of this announcement.

COMBINATION OF EDUCATION AND EXPERIENCE: Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements

To qualify based on education, **you must** submit copy of transcript or list of courses with credit hours, major(s), and grade-point average or class ranking. Application materials will not be returned. We will be unable to return these to you. You can receive credit for education received outside the United States if you provide evidence that it is comparable to an accredited educational institution in the United States when you apply.

PLEASE NOTE

Education **must** be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.) Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://ope.ed.gov/accreditation/>. All education claimed by applicants will be verified by the appointing agency accordingly.

HOW YOU WILL BE EVALUATED:

Category rating procedures will be used to rank and select eligible candidates. The following quality categories will be used:

- **Best Qualified (99 – Above)**
- **Well Qualified (98 – 89)**
- **Qualified (88 – Below)**

Within each quality category, veterans' preference eligibles will receive selection priority over non-veterans.

Your final category placement will be based on your responses to the assessment questionnaire. Please ensure your resume provides enough detail to support your responses. If, after reviewing your resume and / or supporting documentation, a determination is made that you have inflated your qualifications and or experience, your score can / will be adjusted to more accurately reflect your abilities. Please follow all instructions carefully. Errors or omissions may affect your rating. Deliberate attempts to falsify information may be grounds for not selecting you.

OTHER INFORMATION:

- This is a permanent full-time position in the Excepted Service and does not confer Federal competitive status.
- This is a bargaining unit position.
- Continued employment in this position is contingent upon successful completion of the appropriate background investigation.
- Persons selected may have to satisfy a two-year probationary period.
- The incumbent may be eligible for a transit subsidy up to \$130 per month.
- You must be a U.S. Citizen
- Males born after 12-31-59 must be registered for Selective Service.
- Direct Deposit of Pay is Required
- Relocation expenses will not be paid.

Veterans Preference. If you are entitled to veteran preference, you should indicate the type of veteran preference you are claiming on your resume.

In order to verify your veteran preference entitlement, please submit a copy of the Member Copy 4 of your DD-214 (Certificate of Release or Discharge from Active Duty); official statement of service from your command if you are currently on active duty; or other official documentation (e.g., documentation of receipt of a campaign badge or expeditionary medal) that shows your military service was performed under honorable conditions.

In addition, if you are a disabled veteran, a Purple Heart recipient, or widow/widower of a veteran, the spouse of a disabled veteran or the natural mother of a disabled or deceased veteran, you must submit a Standard Form (SF) 15, "Application for 10-Point Veteran Preference," and the other required documentation identified on the reverse side of the SF-15 to support your preference claim.

Veteran preference eligibles are listed ahead of non-veterans within each category for which they are qualified. In addition, qualified veterans with a compensable service-disconnected disability of 10% or more are placed at the top of the highest quality category (i.e., Best Qualified).

The FEC is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, national origin, religion, gender, age, marital status, sexual orientation, physical disability, lawful political affiliation, or labor organization affiliation or non-affiliation. The FEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing HR Office. Requests for reasonable accommodation are granted on a case-by-case basis.

BENEFITS

FEC offers competitive starting salaries and an attractive benefits package, including: health insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, life and long-term care insurance, Employee Assistance Program, personal leave days and paid Federal holidays. Other benefits may include: flexible work schedules, telework, and transportation subsidies. For more information on benefits, please visit [OPM's Healthcare and Insurance Website](#).

REQUIRED DOCUMENTS:

1. Resume.
2. All applicants must submit an unofficial or official transcript showing a list of courses with grades and semester/quarter hours.
3. Veterans' Preference documentation, if applicable. Please indicate on your resume the type of veterans' preference you are claiming and provide the appropriate supporting documentation (DD-214 stating disposition of discharge or character of service (Member 4 Copy), VA letter, SF-15, etc.) to <http://www.fedshirevets.gov/index.aspx>

HOW TO APPLY:

To begin, create or log into your USAJOBS account, complete your profile and upload all required documents listed below. Once you complete this, click the "Apply Online" button on this Job Announcement and follow the prompts to complete the applicant questionnaire.

Application Deadline: You have until 11:59 p.m. EST (Eastern Standard Time) on the closing date of the announcement to complete and submit the online application.

WHAT TO EXPECT NEXT

Once your complete application is received, we will conduct an evaluation of your qualifications and determine your ranking. The best qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome.